



## End-of-Year Tax Checklist

Complete this **End-of-Year Tax Checklist** to make sure you haven't missed a step or have any discrepancies and find answers to commonly asked year-end questions.

- If necessary, request to have Paycor hold your books open by **December 5, 2025**.
- Reconcile all four quarters of **941**.
- Report all independent contractors' earnings for **1099**.
- Make sure **1099 earnings are 1099 NEC Earnings** and NOT Regular Earnings. And check that **all 1099 workers** have correct earnings/wages.
- To ensure payroll filings and tax account number(s) are correct, follow this click path in Paycor: **Global Navigation > Pay > Pay Settings > Taxes**
- Generate your W-2 Preview Report before your last payroll of the year and **access your completed tax documents** online.
- Verify your mailing address** for any printed W-2s.
- Confirm that employee W-2 information is correct by verifying employee, addresses, social security numbers, and legal names are correct.
- Verify state unemployment rates and **update for next year if necessary**.
- Check your **tax document creation status tracker** in Paycor.



Want more information?

Visit [Paycor.com/Year-End-Embedded](https://Paycor.com/Year-End-Embedded) to learn more.